



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 5101.2

BOS

24 OCT 1995

ORIGINAL

FORCE ORDER 5101.2

From: Commander
To: Distribution List

Subj: SAFETY PROGRAM

Ref: (a) MCO 5100.8E
(b) 29 CFR 1900 to End (OSHA) General Industry Std.
(c) MCO P5102.1
(d) MCO 5100.19C
(e) MCO 6260.2
(f) NAVMC 2692
(g) MCO 11300.9B
(h) MCO P11000.7B
(i) BUMEDINST 6270.5A
(j) MCO 6260.1D
(k) ForO 11300.2
(l) ForO 5100.15
(m) MCO P11000.11A
(n) ForO 11320.2
(o) ForO 5100.10

Encl: (1) General Safety Information
(2) Sample Quarterly Safety Summary
(3) Ground Mishap Flash Report

1. Purpose. To publish policy and assign responsibility for administering the Marine Corps Ground Occupational Safety and Health Program within the Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO 5101.1.

3. Background

a. References (a) and (b) are the basic directives used in the establishment of the MARFORRES Safety Program. Enclosure (1) of

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this Order provides information that will be used in the development of a Safety Program for MARFORRES units.

b. References (c) through (o) contain information regarding policies and standards for the development and continued operation of a Safety Program within the various types of organizations in MARFORRES.

c. The MARFORRES Safety Program will be administered by the MARFORRES Safety Director and Staff.

d. Formal safety inspections will be conducted, as directed by reference (a), at least biennially, and re-inspections will be conducted when an inspected unit receives a grade of "Not Ready" in any of the functional areas inspected.

e. The latest edition of the MARFORRES Safety Checklist can be obtained by contacting this Headquarters (BOS).

4. Policy. It is the policy of this Headquarters to aid in the conservation of manpower and material to the maximum extent possible through the application of a comprehensive, effective and continuous Safety Program. The MARFORRES Safety Program includes equipment, maintenance of facilities, recreational activities, off-duty pursuits and all other areas where safety is a consideration.

5. Action

a. MARFORRES Safety Director

(1) Develop and direct a ground Safety Program for MARFORRES.

(2) Provide technical assistance on safety matters to units as required.

(3) Conduct a formal Safety Inspection Program.

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(4) Consolidate reports received from subordinate units and submit a command report to higher headquarters.

b. Unit Commanders

(1) Publish guidance that clearly states the command's safety policy and provide specific instructions for the development and operation of an effective Safety Program per the references.

(2) Assign, in writing, a Safety Manager to assist in the organization and supervision of the unit's Safety Program. Ensure the person assigned as Safety Manager receives initial and annual training in his duties as specified in enclosure (1) to reference (a). This Headquarters (BOS) conducts a safety course for newly appointed or untrained Safety Managers that meet all Marine Corps and OSHA requirements. Annual training can be attained from the Naval Safety School, local colleges or universities, community colleges, technical institutes and the area fire department, to name a few. Contact this Headquarters (BOS) for initial training or assistance in the selection of annual training.

(3) Ensure Safety Managers execute their responsibilities as outlined in the references and by the unit's Safety Program.

(4) Establish a program to correct or reduce unsafe conditions. The method for assignment of Risk Assessment Codes (RAC) to develop priority listing for corrective action is explained in enclosures (1) and (7) of reference (a). In joint training centers where the Marine Corps is a tenant, the host activity will be given maximum cooperation in the elimination of safety hazards.

(5) Upon completion of a Safety Inspection by this Headquarters (BOS), a report of discrepancies shall be forwarded to the inspected unit for corrective action. The following actions shall be accomplished in the corrections of the listed discrepancies:

(a) Correct those listed discrepancies that can be resolved through local resources. These resources include the host, if one exists, or unit funds.

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(b) Should funding be unavailable either through unit funding or from the host unit, submit a written request to this Headquarters (BOS). All facilities safety funding requests shall contain the following where applicable:

- 1 Project/Hazard Description.
- 2 Justification for requesting funds.
- 3 Measurements (If applicable).
- 4 Sketch (If required/applicable).
- 5 Cost Estimate.
- 6 Photographs (When requested/applicable).

7 Reference any safety/fire/environmental or other standard applicable.

(c) Immediate funding of safety projects within MARFORRES's funding authority will be initiated when there is reasonable certainty or substantial probability that death, serious physical harm, or major property damage could result immediately or within a short period of time.

(d) Submit a report of what corrective action has been taken to correct the listed safety discrepancies noted on the report. Ensure the report of corrective action is returned to this Headquarters (BOS) within the time frame allotted on the cover letter.

(6) Request assistance from MARFORRES Headquarters (BOS) when safety related matters cannot be resolved with the host activity or if technical assistance is required in the development or operation of the unit Safety Program.

c. Collateral Duty Safety Managers

(1) Develop and establish an effective safety training program in conjunction with the references and this Order.

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(2) Request an Industrial Hygienist conduct a baseline survey. Once this is done, ensure follow-up surveys are conducted any time a new chemical process or potentially hazardous operation is introduced to the unit's facility or when mandated by the references.

(3) Develop a Safety Checklist applicable to the unit's particular safety requirements per the references. Use the MARFORRES Safety Inspection Checklist and reference (f) as a guide to establish the unit's Safety Checklist. The use of the MARFORRES Safety Checklist does not replace your dedicated checklist.

(4) Conduct safety inspections (Wing units (Monthly) and Division/FSSG units (Quarterly)), providing written inspection results, as required by paragraph 4c(5) below, to the Commanding Officer/Inspector-Instructor for review and action. Highly hazardous areas shall be inspected more frequently than mentioned above with discrepancies brought to the Commanding Officer's/Inspector-Instructor's attention immediately.

(5) Provide a Quarterly Safety Summary Report that highlights mishaps, recurrent safety problems and other safety related information as necessary. Enclosure (2) of this Order is a sample of a Quarterly Safety Summary. This sample report is not to be used as a Form Report and is supplied for informational purposes only. Each unit shall design their own Quarterly Safety Summary Report with appropriate data and related information in a narrative format.

(6) Conduct follow-up inspections to ensure safety discrepancies have been corrected, document the findings and report the results to the Commanding Officer/Inspector-Instructor.

(7) Maintain mishap records (5 years), general correspondence files (3 years) and current publications required to support the unit Safety Program.

(8) Establish procedures for obtaining safety related films, training aids and other appropriate items in the support of unit safety training.

(9) Establish a mishap recording, reporting and investigation procedure within the unit to ensure:

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(a) All mishaps, to include near misses, are reported to the unit's safety office.

(b) All mishaps, regardless of severity, are investigated. The severity of the mishap shall dictate the extent of the investigation. Unit Safety Managers shall utilize the format for Safety Investigation Reports as outlined on page 4-15 of reference (c).

(c) Any recordable mishap is entered into the units mishap logs within 48 hours of occurrence as per reference (c). A separate mishap log shall be maintained for Active Duty Personnel, SMCR Personnel and Civilian Personnel. The log may cover no more than one fiscal year. Quarterly or monthly logs may be used when mishap frequency is high.

(d) When the severity of a mishap is such that lost time, hospitalization or other serious injury or damage to equipment in excess of \$2000.00 occurs, a Flash Report, enclosure (3), shall be submitted via phone to this Headquarters (BOS). During normal working hours, (0730-1630) Central Time, contact BOS at DSN: 678-6800 or Coml (504) 678-6800. On weekends or during nonworking hours, contact MARFORRES Command Staff Duty at DSN: 678-1290/1291 or Coml (504) 678-1290/1291. This Flash Report must be submitted within 24 hours of the mishap.

(e) An Annual Summary of Mishap is prepared and posted per reference (c).

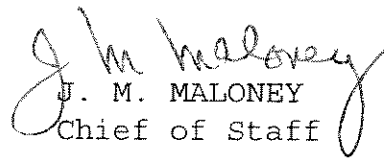
(f) All required reports are submitted to CMC (MHS) as mandated by reference (c). This Headquarters (BOS) shall be included as an action addressee. These reports are outlined in detail in chapter 4 of reference (c).

6. Records Disposition. Records of safety reports shall be maintained for a period of five years, per reference (a).

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7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. M. MALONEY
Chief of Staff

DISTRIBUTION: D

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GENERAL SAFETY INFORMATION

1. The diverse nature of the missions assigned to the units within MARFORRES, coupled with the various types of equipment and wide dispersion of commands, dictate that MARFORRES Safety Program rely heavily on the ability and professionalism of the Collateral Duty Safety Managers. Accordingly, the following information is provided to assist those managers and their units in the development and operation of an effective safety program tailored to the specific needs of the command.

a. Marine Corps Ground Occupational Safety and Health Program. Reference (a) provides information and instructions on the administration of this program and contains specific requirements for the use of personal protective equipment and the sight conservation program.

b. Unit Safety Program Management. Each collateral duty Safety Manager shall, at a minimum, maintain a current turn over/desk top procedures folder. This folder shall contain at least the following information:

(1) Safety Routine. This section will describe the daily, weekly, monthly, quarterly, annual events or special events and will assist the unit in establishing a workable routine that is germane to the unit's safety program. Examples of what would be located in this section are, scheduled inspections, follow-up inspections, seasonal safety classes, periodic reports, "how to's", and other recurrent items.

(2) Safety Points of Contact. This section should contain those names and phone numbers that are needed for assistance, clarification or other safety and environmental subjects. Examples of some points of contact would be; MARFORRES safety office, MARFORRES Staff Duty Numbers, the units local Environmental Protection Agency office, local fire department, police department, other emergency phone numbers as deemed necessary.

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(3) New Check-in Briefing Outline. Each and every Marine who arrives at the unit shall receive a safety orientation. This orientation shall be conducted by the collateral duty safety manager or the designated assistant in the absence of the manager. This shall be done from the outline established in this folder and a written record of the orientation shall be maintained in the safety office for as long as the Marine is a member of the unit. This orientation shall include but need not be limited to the following:

(a) Geographical Safety Considerations. Topics such as high crime areas, police, fire and other emergency numbers, hospital locations, climatic hazards that relate to safety (ice and snow, heat stress, etc.,) highly hazardous traffic location and recreational activities that can pose a safety threat should be covered here.

(b) Local Unit Safety Concerns. This heading will deal with the local unit area. Policies concerning the use of tobacco products, Physical Training safety, on duty recreational safety, emergency procedures in case of fire or other disaster, the unit's "Arrive Alive" program (see paragraph d(4) below) and field training safety relate to this section. The unit's policy on reporting all mishaps or near misses can be discussed here also. Each SMCR Marine shall be briefed, during the initial check-in, concerning Notice of Eligibility (NOE) policies. The following information, at a minimum, shall be discussed:

1 What an NOE is?

2 When the Marine is covered. (Example: on the way directly to drill from home, returning to home directly from drill, while at drill or annual training etc.).

3 When the Marine is not covered. (Example: during the month when not on any form of duty, on Saturday night of a drill weekend when not training (field, etc.), if the Marine makes any deviation during the drive to and from drill (except for gas, etc.).

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4 Reinforce the importance of reporting mishaps and injuries to the Safety Manager. This is the only way an SMCR can cover himself/herself for a service related injury.

(c) Shop Safety. Although the unit may have each shop/section head or shop safety representative provide a new arrival with an in-depth safety briefing related to the individual shop, the collateral duty safety manager should relate, in general terms, shop safety policies. This would be an excellent place to reinforce the requirements of notifying the shop/section head or shop safety representative about near misses and minor or major mishaps. This will reinforce the chain of command and illustrate, to the new arrival, the importance that safety holds within the unit as a whole. Here too, is the place to ensure the Marine is sent on to the HCC for the initial hazardous communications briefing as required by reference (o) and discussed in paragraph (i) of this enclosure.

c. Marine Corps Ground Mishap Reporting. Reference (c) provides information and instructions concerning ground mishap reporting in support of the Marine Corps Ground Occupational Safety and Health Program. Because of the unique nature of NOE requirements, the collateral duty Safety Manager must be especially careful on SMCR mishaps. Every day that an SMCR is on an NOE is considered a lost day and must be reported as such. The only time an SMCR can have light duty is during AT. Other than that, the SMCR is either fit for full duty or unfit for duty.

d. Motor Vehicle Safety Program

(1) Motor vehicles account for the greatest loss of life within MARFORRES; as such, each unit must establish a pro-active program in motor vehicle safety. MCO 5100.19 and ForO 5100.15 provide instructions for the development of a Motor Vehicle Traffic Safety Program which is applicable to both on duty and off duty operations of motor vehicles. In addition to automobile safety and driver improvement training these Orders provide instructions for the development of a motorcycle safety program which is also applicable to both on duty and off duty operation of motorcycles.

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It is necessary that motorcycle safety be made an integral part of a comprehensive traffic safety program whether or not the unit currently has motorcyclists. By establishing the program now, the unit will be prepared for the time when one of their Marines (Active Duty or SMCR) shows up with a motorcycle.

(2) MCO 5110.9C (NOTAL) is a joint Order concerning motor vehicle supervision. This Order specifies the utilization of restraint systems for all personnel aboard all DoD facilities. It further dictates all military personnel shall use seat belts both on and off base, on and off duty. (SMCR members are covered by this requirement any time they are aboard a base or enroute to or from home from any form of active duty or inactive duty for training.) This Order also prohibits the usage of earphones while operating a motor vehicle.

(3) MCO 11240.66A provides instructions on training and licensing procedures for government motor vehicle operators. The training and education of vehicle operators are the most effective means of reducing accidents and will be emphasized in the safety program.

(4) The unit shall establish, in writing, an "Arrive Alive" program. This program should outline for each Marine, the procedure to follow with regard to driving and alcohol consumption. To say "Don't do it" is not sufficient. Instead, the unit's program should outline the following items:

(a) The use of designated drivers.

(b) The local police policies on alcohol and driving.

(c) Whom the Marines can call should they find themselves needing assistance. (This shall be a "No Repercussions" procedure.) Some units have established a program that includes local cab companies from which a unit member can get a ride regardless of whether the member has any money at the time. Other units will dispatch the duty driver, while still others have an "assistance" driver on call. Contact this Headquarters (BOS) for more information.

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e. Training Safety Program. The Training Safety Program of each unit must encompass all areas where potential safety hazards are present. Although not directly responsible for training safety, the collateral duty Safety Manager shall coordinate with the appropriate section heads to ensure the following safety briefs occur in accordance with established SOP's. The following paragraphs are provided as examples of safety brief topics and are not intended to be all inclusive.

(1) A Range safety brief shall be conducted prior to any live firing exercise.

(2) Convoy briefing, including convoy speed limits, following distances, catch-up speed limits and emergency procedures for breakdowns or mishaps shall be conducted for all drivers and assistant drivers.

(3) All hands field training safety brief shall be conducted prior to field exercises. This brief should cover, but is not limited to, terrain hazards, wildlife hazards, special considerations on night operations, notification procedures in case of emergencies and evacuation procedures for injured personnel. If blank ammunition or pyrotechnics are to be used, rules of engagement and other safety concerns must be highlighted.

(4) A water safety brief prior to any water or near water training. Adequate, trained safety lifeguard personnel shall be assigned, as well as appropriate medical personnel with proper first aid equipment on hand.

(5) Safety precautions shall be included as part of the preliminary briefing for PFT testing. Adequate safety and medical personnel and equipment shall be assigned in accordance with current training directives.

(6) Annual Training (AT) requires specially prepared briefings. These briefings should cover the specifics of the AT site, types of training, unique climatic conditions and other related matters. If the unit's collateral duty Safety Manager is

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not going to the AT site, a safety representative shall be assigned. This temporary representative shall be well versed in mishap prevention, mishap reporting procedures and other safety matters related to the AT. An AT Safety Binder shall be provided by the Command and shall include, at a minimum, the following:

(a) Points of Contact with phone numbers for:

1 Safety at the AT site.

2 Safety at the Unit's location.

3 MARFORRES (BOS) and Duty.

(b) Ground Mishap Flash Report Forms (enclosure (3) pertains).

(c) An outline of mishap reporting procedures.

(d) Serious Mishap and Message Mishap Report formats.

(e) Mishap Log sheets.

(f) Other items as deemed necessary by the command.

f. Facilities Safety. The training center and equipment maintenance facilities are utilized on a daily basis and are a potential source for occupational injuries or illnesses. Reference (f) provides information on safety precautions and shall be used in development of a facilities safety program applicable to the specific requirements of each unit.

(1) Fire Prevention. The Fire Prevention program will be accomplished in accordance with the instructions contained in references (m) and (n). When making repairs, or engaging in new construction, maximum use will be made of flame retardant materials.

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(2) Air Compressors. Reference (b) (29 CFR 1910.169) provides information of the safe operation. Reference (k) mandates all air compressors be inspected annually for safe operations.

(3) Indoor Ranges

(a) Only Military Police units of MARFORRES shall be authorized to maintain an indoor range. When so authorized, indoor range safe operating procedures will incorporate the protective measures contained in BUMEDINST 6270.5A, MCO 6260.1D and MCO 6260.2. Additionally, an Industrial Hygiene Survey shall be made to determine that ventilation is adequate to ensure safe levels of airborne lead are maintained as outlined in BUMEDINST 6270.5A. This survey shall be repeated as required by BUMEDINST 6270.5A and a written report of each survey shall be maintained on file for five (5) years. A copy of the Industrial Hygiene Report shall be forwarded to this Headquarters (BOS) for retention in unit records.

(b) Units that have indoor ranges that are no longer active or are unauthorized, shall contact this Headquarters (BOS). Upon notification, this Headquarters will assist in the decontamination and conversion of these ranges into other usage. Keep original on file for 5 years. A copy of the Industrial Hygiene Report shall be forwarded to this Headquarters (BOS) for retention in unit records. Until the range is decontaminated and certified as clean by an Industrial Hygienist, no one shall be allowed access. Additionally, the range shall not be used for storage, classrooms, office spaces, weight room or for any other purposes. Failure to comply with this policy shall constitute a willful violation of this Order and Federal Laws governing lead exposure.

g. Hearing Conservation Program. Potentially harmful noise is one of the most significant occupational health hazards to which personnel are exposed. References (b) and (j) provide instructions on methods of identifying correcting noise hazards and the mandated training required for personnel who work in noise hazardous areas.

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h. Equipment Safety

(1) Operating instructions, provided with equipment, shall be followed. These instructions will prevent damage to the equipment and injury to operators. Operating personnel will be provided instructions on the safety features of each item of equipment prior to placing the equipment in operation for the first time. A periodic review of these procedures shall be done to ensure operating personnel are current.

(2) Various types of equipment require testing at specified intervals to ensure the continued safe operation of the item. Unit Safety Programs shall include a means to ensure required testing procedures are complied with.

i. Hazard Communication Program

(1) Unit Commanders shall appoint a member of the command as the Hazardous Communications Coordinator (HCC) in accordance with reference (o). In a small command of less than 30 active duty personnel, this appointee may be the collateral duty Safety Manager. In a larger command, it is in the best interest of the command (for both safety and liability reasons), and the safety and environmental sections of this Headquarters, that a separate individual, usually the Hazardous Materials Coordinator, be assigned as the HCC. In this way, the unit will have two personnel working together in the area of hazardous materials. The collateral duty Safety Manager will view the subject with an eye on safe usage and handling while the hazardous materials coordinator will be looking at the subject from the aspect of ordering, storage and disposal. There is a great deal of overlap within this area and as such, good coordination must be maintained between these two individuals.

(2) The collateral duty Safety Manager and the HCC shall be familiar with the requirements set forth in references (b) and (o).

j. Sports and Recreation. Sports and recreational activities are a leading cause of lost time within MARFORRES. To ensure your sports and recreational programs are effective the following guidelines shall be adhered to.

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(1) In athletic competition, the qualities of teamwork, personal courage, confidence, aggressiveness and determination are developed to a high degree. If accidents and injuries are to be prevented, the fine line between courage and recklessness, determination and undue stubbornness must be delineated. Proper supervision, effective instructions, the utilization of proper equipment (both personal and team), and appropriate training will mitigate the severity of many athletic and recreational mishaps.

(a) Recreational equipment will be inspected prior to issuance to ensure it is safe for use.

(b) Personal protective equipment shall be required for those sports and recreational activities that mandate the wearing of protective equipment (i.e., eye protection for racquetball or other activities that require eye protection, hearing protection for recreational shooting, personal floatation devices for recreational boating or other activities that mandate the wearing of floatations devices, and reflective vest/clothing for bicycling and jogging during the hours of darkness). All personal protective equipment shall be maintained in good and sanitary condition.

(c) The unit safety program shall take full advantage of "all-hands" formations, unit news letters, safety stand downs and troop information classes to pass along information on sports and recreational safety. This information should be timed to come out before the season begins (i.e., snow skiing safety should be mentioned in the fall first, then reinforced during the winter).

(d) Any unit that has weight lifting equipment on board, shall develop a written Weight Training Safety Instruction for all personnel who wish to utilize the equipment. A copy of this instruction shall also be posted in the weight training area. This instruction shall include but need not be limited to:

1 Correct set-up, usage and stowage of equipment.

2 Any required personal equipment such as lifting belts, gloves and correct attire for weight training.

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3 Proper warm-up procedures.

4 Correct lifting techniques for the specific exercise.

5 In the case of free weight training, the requirement of having a spotter.

6 The benefits of an established work out routine designed for the individual with an eye on progressive development within the trainees capabilities.

7 Who and how to contact emergency medical personnel in case of injury.

(2) Boxing Safety. No unit shall allow any form of boxing personnel in case of injury.

(2) Boxing Safety. No unit shall allow any form of boxing event nor any Marine Corps personnel to participate in any boxing event unless the Command complies with, and has a copy of, MCO 1710.37 titled, "Boxing Safety Policy".

(3) Other "high hazard" sports such as skydiving, scuba diving, bungee jumping and skiing, to name a few, shall only be done after personnel have participated in a recognized course of instruction taught by certified instructors. By reinforcing proper instruction, equipment and supervised practice, prior to participation in these and other sports, the Command aids in mitigating the hazards and thereby minimizing the mishap rates.

k. Command Relationships. Safety is everyone's job and as such, information must flow freely both up and down the chain of command. The following specific relationships are particularly important:

(1) The MARFORRES Safety Officer is available for questions, discussion and any other assistance needed to assist units with safety.

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(2) The Unit Commander must have an open door policy with the collateral duty Safety Manager. In this way, the command can be informed immediately of any safety concerns.

(3) The collateral duty Safety Manager must stimulate open discussion between the safety office and the sections. Not only should the shop safety representatives and section heads be part of the safety information chain, but also the individual Marine as well. A procedure must be established to encourage Marines to report safety concerns. Units can utilize a suggestion box, sometimes called the "Any Mouse" program, by which a Marine can report unsafe conditions, express concerns, ask questions or make suggestions, in writing, and can do so anonymously, if so desired. If so requested, the Marine making any type of report, etc., shall receive a written reply within 2 working days. This reply will restate the perceived problem and what action is being taken. If nothing is to be done, an explanation of why will be made.

(4) Special consideration must be given to the communication between the collateral duty Safety Manager and the unit's medical support. In many cases, it is the unit's corpsman who hears of a mishap first. The corpsman must ensure the safety office is notified immediately any time an injury is reported. This facilitates the investigation/reporting procedures required by this Order and reference (c).

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SAMPLE QUARTERLY SAFETY SUMMARY

(Unit Heading)

5100
(Code)
(Date)

From: Ground Safety Manager
To: Distribution List

Subj: QUARTERLY SAFETY SUMMARY

1. The following information is provided to assist Department Heads and shop safety representatives in formulating effective safety training for personnel in their respective departments. Information provided is based on data obtained from January through March 1993. During this period, seven mishaps were reported resulting in injury to personnel. There were no permanent disabilities, three days hospitalization, and thirty days away from work. Highest incidence of injury occurred in work related accidents. In summary, 0.67% of the assigned personnel to this Command sustained an injury during this three month period.

2. A complete breakdown of the seven mishaps is provided below:

<u>ACTIVITIES</u>		<u>TYPE INJURY</u>	
Work Related	3	Arms/Hand	3
Sports	2	Legs/Foot	2
Liberty	1	Back	1
Motor Vehicle (POV)	1	Neck	1

3. Analysis. Information collected provides indicators of the following trends:

- a. 43% of the reported mishaps occurred at work.
- b. 29% of the reported mishaps occurred during sports related activities.

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c. 43% of the reported mishaps occurred to the arm/head.

d. 29% of the reported mishaps occurred to the legs/feet.

4. Safety awareness must remain high especially in light of the dangerous work we do. Keep up the good work and stay alert to dangerous situations and taking corrective action before someone gets hurt.

5. Recommendations. Keep safety training current. Change out the safety posters that are outdated. Talk safety and train safely.

6. Pending Safety Concerns. As discussed in the last safety summary of December, the flammable storage lockers are still on order and are scheduled to arrive in about three weeks. Until their installation, everyone is reminded to ensure that all flammables and combustibles are secured in the temporary storage area at the end of each day.

7. Future Safety Items. Annual training is coming up this quarter. The unit will be going to 29 Palms and we must cover desert environmental and safety concerns prior to departure. The training office is scheduling several classes on survival, field hygiene and related subjects. Remember, water intake is 90% of the battle in hot climates.

(Name, Rank)

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GROUND MISHAP FLASH REPORT

Time: _____ Date: _____
POC: _____ Phone: _____
UNIT: _____ UNIT LOCATION: _____

MISHAP INFORMATION SECTION:

*TYPE OF MISHAP _____ TIME/DATE OF MISHAP _____

EXACT LOCATION OF MISHAP: _____

INFORMATION OF INJURED AND/OR INVOLVED

	Name	Rank	SSN	Age	MOS	**Comp	Injury
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____

CIRCUMSTANCES SURROUNDING MISHAP

Note 1: In the case of a Ground Mishap resulting in a Fatality, notify the Safety Manager or the Assistant Safety Manager immediately.

Note 2: Ensure this report is telephoned into the Safety Section of MARFORRES (BOS) the next working day. (DSN: 678-6800 or Com1 (504) 678-6800. If after working hours or weekend contact this Headquarters (Staff Duty Office) at DSN: 678-1290 or Com1 (504) 678-1290.

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* Type of Mishap: Gov Motor Vehicle (GMV), Priv Motor Vehicle (PMV), Recreational, Home, Training, or Industrial (Work Related)

** Component USMC = A SMCR = R CIVILIAN = C

Duty Officer/SNCO Signature

ENCLOSURE (3)